

S-E-C-R-E-T

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030039-7

12 August 1977

MEMORANDUM FOR: Acting Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 12 August 1977 (U)

1. (U) Recruitment of Minorities to Remain Competitive: A talk on maximizing Black potential delivered at the 1976 Annual Conference of the National Consortium for Black Professional Development was recently published and is of particular interest in terms of its forecast for minorities. The report concludes that the world of the 21st Century will be highly competitive, economically and technologically complex, and intellectually challenging as significant breakthroughs occur in the major scientific and professional fields. It forecasts that the outlook for the teaching profession will remain pessimistic. For minorities in engineering fields, there will be a perpetual demand for top students. It is anticipated that the recruitment of minorities will continue to be highly competitive.

2. (U) Recruitment Brochure: An official of the Immigration and Naturalization Service phoned us during the week to discuss our new professional brochure. They are in the process of updating and revising their publications and wanted additional copies. They appeared to be favorably impressed by the Agency's publication. Our recruiters also continue to report that the brochure is in high demand by college placement offices throughout the country.

3. (U/AIUO) Educational Aid Fund: On Thursday, 11 August, there was a special ceremony for six recipients of Educational Aid Fund awards. The ceremony was opened by [REDACTED] Chairman of the EAF Selection Committee, with formal remarks and introduction by Mr. Janney, Chairman of the Board of Trustees. Included among the senior officers

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in attendance were Mr. McMahon, Acting Deputy to the Director for the Intelligence Community; Mr. Malanick, Acting DD/A; Dr. Stevens, DD/I; Mr. Wells, DD/O; and Mr. Zellmer, Acting DD/SGT. In addition, 46 other winners will receive letters next week advising them that they will receive assistance from the Fund.

4. (U/AIUO) Summer-Only's: As of 4 August 1977, 22 Summer-Only employees had indicated an interest in part-time work during the year. This compares with a total of five last year.

5. (U) Suggestion Boxes: No suggestions were received this week. A total of 25 suggestions has been received in Suggestion Boxes since the program began on 15 June 1977.

6. (U/AIUO) Regulations: The following regulations were forwarded to Regulations Control Branch during the week for publication:

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[REDACTED], "Assignment Policy" for Hiring Annuitants"

7. (U/AIUO) Additional Insurance Coverage: During the latter part of June, approximately 1400 individual notices were sent out by Insurance Branch to WAEPA enrollees advising them of the availability of an additional \$10,000 of life insurance coverage under that plan. Thus far, of the approximately 250 who expressed interest in this coverage, 196 have become insured and the remaining applications are in process.

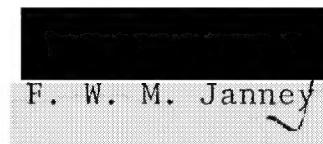
8. (U) Combined Federal Campaign: Forms for the forthcoming CFC campaign have been ordered. The campaign is tentatively scheduled for 8 September through 11 November 1977.

9. (U) Blood Donors: In view of the positive response on Blood Donor Day, 2 August, special thank-you notes were sent to all of the 48 blood donor keypersons. In addition, a special note of appreciation was prepared for all donors.

10. (C) Rehired Annuitants: See attached report.

Coming Events:

1. (U) The auditorium has been reserved for one hour on 19 and 26 August to process the Summer-Only's leaving on those days. Approximately 32 will be leaving on 12 August.
2. (U) Employee Benefits Week will be held next week, 15-19 August, in J Corridor of the Headquarters Building.
3. (U) The Annual Awards Ceremony will be held on Monday, 19 September 1977. This will be the Agency's 30th anniversary.



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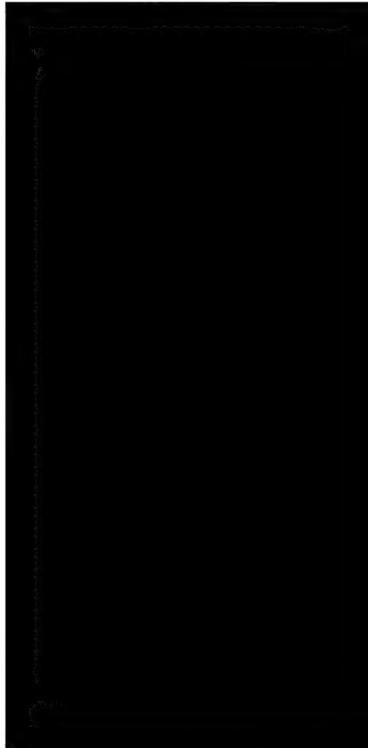
11 August 1977

WEEKLY REPORT OF REHired CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (8-12 August 1977) (U/AIWO)

1. (C) The following rehired civilian annuitant cases were approved for extension by the Acting Deputy Director for Administration:

DDA

25X1A



- Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.
- Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.
- Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.
- Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.
- Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.
- Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.

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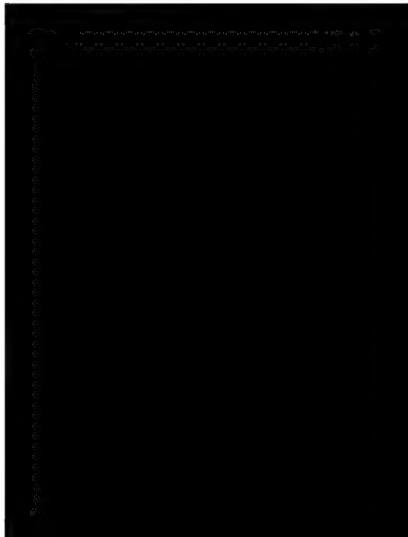
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2. (S) The following rehired civilian annuitant cases were terminated:

DDO

25X1A



- Independent Contractor, NE Division, terminated 13 June 1977.

- Independent Contractor, Domestic Collection Division, terminated 15 July 1977.

- Independent Contractor, [REDACTED] 25X1A
25X1A [REDACTED], terminated 30 June 1977.

- Independent Contractor, [REDACTED] 25X1A
25X1A [REDACTED], terminated 31 May 1977.

- Independent Contractor, [REDACTED] 25X1A
25X1A [REDACTED], terminated 17 April 1977.

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